

Position Title: AGENCY CHIEF COUNSEL

Department: CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY

Final Filing Date: Tuesday, June 16, 2009

Bulletin ID: 06032009_2

The Above-Named Examination Bulletin is Amended as Follows:

The correct salary is \$9018 - \$13,381



CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY	RELEASE DATE:	Wednesday, June 3, 2009
POSITION TITLE:	AGENCY CHIEF COUNSEL	FINAL FILING DATE:	Tuesday, June 16, 2009 <i>or until filled</i>
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,018.00 - \$ 9,939.00 / Month	BULLETIN ID:	06032009_2

POSITION DESCRIPTION

Under administrative direction of the Secretary of Health and Human Services Agency (the Secretary), the incumbent advises the Secretary and staff on legal issues, and plans, organizes and centrally directs the management of legal affairs for the twelve Departments and one Board over which the Health and Human Services Agency (the Agency) has oversight responsibilities. As a member of the Secretary's staff, the incumbent provides coordinated, cohesive legal direction to the Secretary, Departments and Boards of the Agency in an effort to promote consistency of practice and vision. The incumbent consults with and acts as an advisor to the Legal Counsels of the Agency's Departments and Boards in a variety of functions, including the following: legal research and writing of opinions; review and analysis of legislation, proposed regulations and proposed policy changes; monitoring of pending litigation; and working with the Attorney General's Office on pending litigation. The incumbent has a wide variety of legal responsibilities and is expected to consistently exercise a high degree of initiative, independence, originality and judgment in performing all duties.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in

Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

Active membership in the California State Bar and admission to practice law in California.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and

control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

a. Ability to analyze legal principles and precedents and apply them to complex legal and administrative issues within the California Health and Human Services Agency, its departments, services and programs; b. Present statements of fact, law and argument clearly and logically in written and oral form; c. Draft and review opinions, pleadings, rulings, regulations and legislation; d. Plan, organize and direct the work of Chief Counsels in CHHS departments, offices and board; e. Establish, maintain and strengthen relationships with other Agency Chief Counsels, the Governor's Office of Legal Affairs, the Office of the Attorney General, the federal government, other state agencies, and advocacy groups; f. Organize, direct, and coordinate multiple legal projects; and, g. Demonstrate tact and independent judgment, and to work in politically sensitive areas, under significant pressure and short timeframes.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **AGENCY CHIEF COUNSEL**, with the **CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination will consist of a screening committee established to screen applications and a three-page statement of qualifications, based on the minimum qualifications and desirable qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge and abilities specifically meet the minimum qualifications and desirable qualifications.

Based on the committee's evaluation of the competitive group, interviews may be conducted with only the most qualified candidates, if it is determined necessary to make a selection. Interviews may be scheduled in June 2009. Each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies, if they occur within the next 12 months, or a new examination may be scheduled.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be

typed and no more than three pages in length.

- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY, EXAMINATION UNIT
744 P STREET, MS 8-15-59, SACRAMENTO, CA 95814
EVETTE WITHERSPOON | (916) 653-5830 | EVETTE.WITHERSPOON@DSS.CA.GOV

ADDITIONAL INFORMATION

Examination questions may be directed to the above contact. Position questions may be directed to Sonia Herrera at (916) 654-3454.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>